Register to an Institution

1 Introduction

PAMS gives users the opportunity submit and manage proposals and awards processed by the Department of Energy (DOE) Office of Science (SC) in a centralized location. Before a user can submit or access proposal and award data in PAMS, the user must be registered to an institution.

The purpose of this document is to provide step-by-step instructions for users to follow to register to an institution in PAMS.

2 Prerequisites

Before a user with an existing PAMS account can register to an institution, the following criterion must be met:

- The user has an active, external PAMS account.

3 Registering to an Institution

Use the following steps to register to an institution in PAMS.

1. Log in to your external PAMS account at (*Figure 1*): https://pamspublic.science.energy.gov/webpamsepsexternal/login.aspx

Figure 1. PAMS External Login

2. Select the Institutions tab (*Figure 2*).
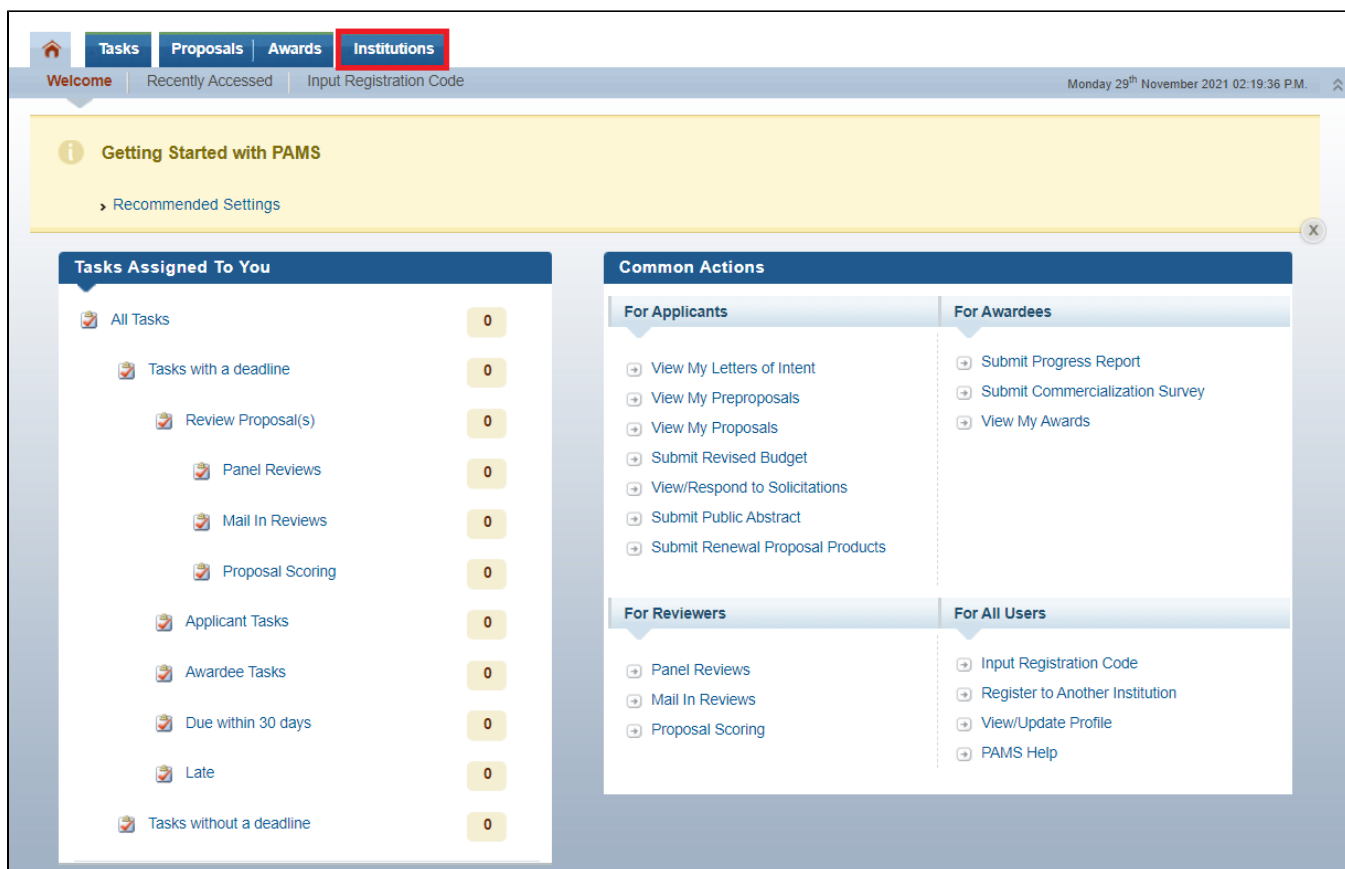
Figure 2. SRO/BO/AO Homepage – Institutions

3. PAMS will load the "Register to Institution" page. Select **Option 2: I know my institution and I am here to register to the institution** (*Figure 3*).

Figure 3. Register to Institution, Option 2

4. PAMS will expand Option 2 (*Figure 4*). You must complete the required fields in order to execute the search. Refer to the table below to complete the required fields.

Required Fields

Element	Description
Institution Name like	Enter the name of the institution to which you would like to register.

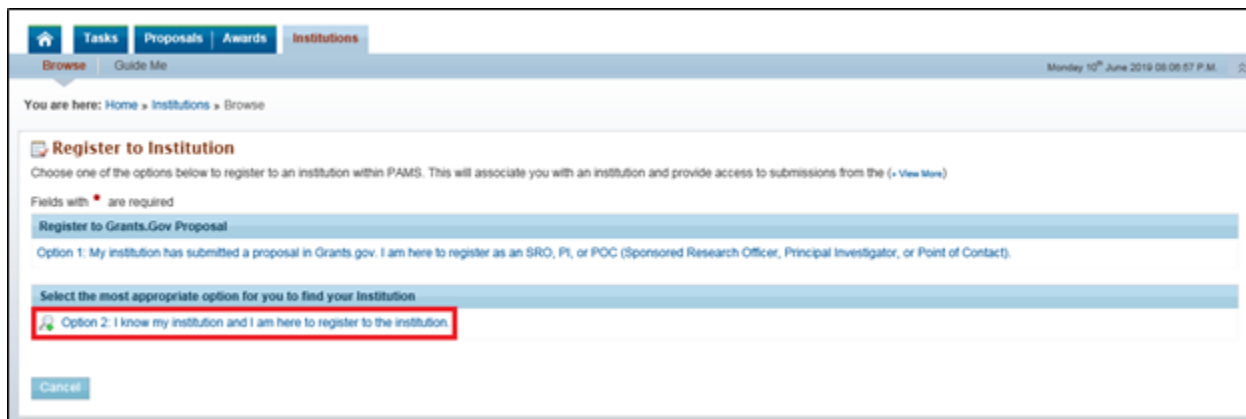| Choose Role	Use the radio buttons to select the role that applies to your position with the institution:
	· SRO/BO/AO (Sponsored Research Officer/Business Officer/Administrative Officer)
	· PI (Principal Investigator)
	· Other (Point of Contact)

5. Click **Search** in the bottom left corner of the screen to execute your search.

Figure 4. Register to Institution – Institution Name, Choose Role, Search

6. PAMS will return a list of search results. Browse the list or use the advanced search above the grid to find the institution you would like to register to in PAMS. Once you have found the institution, select **Add me to this institution** from the **Actions** menu in the Options column. (*Figure 5*)

Figure 5. Register to Institution – Add me to this institution

Note	• If the institution you would like to register to does not appear in the search results, click **Cannot Find My Institution** in the bottom right corner of the page. PAMS will redirect you to the "Create Institution" page and prompt you to create the institution in PAMS.
	• If you were previously removed from the Institution, a security block has been placed on your account and you will be unable to register automatically until it is removed.
	• If the institution has one or more Institutional Contacts, you will receive the following message: If there is no Institutional Contact, you will receive the following message: There are currently no institutional point(s) of contact. The PAMS Helpdesk has been notified and will seek to identify an Institutional Approver. The PAMS Helpdesk can be reached at (855) 818-1846 (toll-free number) or (301) 903-9610 (Available 9:00 AM - 5:30 PM Eastern Time (ET) Monday - Friday).

7. PAMS will display a Success message confirming that you have registered to the institution, for the role you selected, successfully.

Figure 6. Register to Institution – Success, Yes. Please grant me the primary administrator privileges for this institution

Note	If the institution has a designated primary administrator (Admin SRO), PAMS will not display the "Are you the primary administrator for this institution? Do you wish to have access to manage this institution in PAMS?" section, and Steps 9-11 below will not apply to you. Now that you are registered to the institution in PAMS, you can request additional privileges and access.

8. If you selected SRO/BO/AO and the institution does not presently have a primary administrator identified, PAMS will ask you if you are the primary administrator for the institution and whether you would like access to manage the institution in PAMS. If you are the primary administrator, select "Yes. Please grant me the primary administrator privileges for this institution". If you are not the primary administrator for the institution, select "No. I want to send an invitation to the appropriate administrator to register with PAMS." or "No."

9. Once you have made a selection, click **Continue** in the bottom right corner of the page (*Figure 6*).

10. PAMS will prompt you to confirm your role, as the primary administrator, again. Select "I am the designated primary administrator to manage this institution in PAMS. I certify that all the information provided by me on this form is true and correct." and click **Save and Continue** in the bottom right corner of the page. (*Figure 7*)

Figure 7. Register to Institution – I am the designed primary administrator manage this institution in PAMS. I certify that all the information provided by me on this form is true and correct.

11. PAMS will return you to the "Institutions – List" page, and display a Success message confirming that you have been registered to the institution as an Administrator successfully (*Figure 8*). Additionally, PAMS will display the institution you have just registered to in the grid.

Figure 8. Institution – List, Success